

Finance & Accounting Officer

A reputable company located in Lagos, Nigeria

Contract Duration: 3 years

Working Days and Hours: Monday until Friday, from 8:00 a.m. until 5:00 p.m. and Saturday, from 9:00 a.m. until 2:00 p.m.

Major: degree in Business Administration, Finance, Accounting, or any related field

Experience: 5-7 years of experience in finance or accounting

Major Responsibilities:

- Maintain accurate and up-to-date accounting records.
- Record daily financial transactions in the general ledger.
- Reconcile bank statements and company accounts regularly.
- Prepare monthly, quarterly, and annual financial statements.
- Generate profit and loss accounts, balance sheets, and cash flow statements.
- Ensure reports comply with applicable accounting standards and regulations.
- Assist in the preparation of annual budgets and financial forecasts.
- Monitor actual performance against budget and report variances.
- Provide financial insights to support management decision-making.
- Manage invoicing, billing, and collections.
- Process supplier payments and maintain vendor relationships.
- Monitor outstanding receivables and ensure timely follow-up.
- Prepare and file tax returns (VAT, corporate tax, etc.) in line with local regulations.
- Ensure compliance with financial laws, standards, and internal policies.
- Liaise with auditors and regulatory authorities when required.
- Process employee salaries, benefits, and deductions accurately.
- Ensure compliance with statutory payroll requirements.
- Maintain payroll records and resolve discrepancies.
- Analyze financial data to identify trends, risks, and opportunities.
- Support cost control and efficiency improvement initiatives.
- Provide recommendations based on financial performance.

Additional Requirements:

- Strong knowledge of accounting standards and reporting
- Experience in taxation, payroll, and financial analysis
- Strong analytical and organizational skills
- Ability to work independently and meet deadlines

Additional Information:

- Net salary in Lebanon: USD 2,000/month
- Allowance in Nigeria: USD 400/month

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802